

Do's and Dont's

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Know your buildings. Know your people.

1. Fire Safety Plan – start there,
 - improve it when something comes up, make notes add appendixes
 - review it annually,
 - send it in to fire department for approval, (maybe only changes FD specific)
 - get a FSP pro to help you.
 - There is nothing better than a person who knows their building helping to craft the fire safety plan. Is there clear Fire Safety Plan box.
2. Keys
 - is there a fire dept lock box,
 - are the keys current in there,
 - are there enough to effectively deal with the building.
3. Utilities –
 - shutoffs is it by suite, by floor by entire building?
 - Are there access issues getting to the shutoffs and is there signage?
4. Generators – what do they run? Who tests them? Where are the records?
5. Elevators
 - have you upgraded,
 - do they still operate like the FSP says they do?
 - TSSA and Fire Code have different standards – did your fire alarm panel used to run them but wasn't upgraded?

Systems -if you don't know or are new – get a professional to teach you!

6. Fire Alarm system
 - Is there a current graphic beside the annunciator that would show firefighters where the zone is, even if the panel does have a screen printout. Which stairwell is A or C?
 - Does it control more than one building? Like in a multi tower setting?
 - can you operate the panel confidently, do you know what you can and cannot do, where are all the zones? What does the fire alarm control - items can be elevator operations,

pressurized stairwells, smoke management systems, exit signage if there are uncontrolled areas (Do not enter signs) HVAC controls

- When does your panel need to be replaced, like any piece of technology it has an end of life. Don't wait until it fails, plan for it! Make sure you have the Schedule C (of the original verification report) of what the current panel controls so the new panel can be programmed. If there is no schedule C plan on getting one done before its critical.

7. Sprinkler Systems

- Do you know how to check them, what to look for, how to ensure they are working and making sure they don't freeze
- These systems age out too.
- Dry system pipes corrode and need replacing, don't just buy a bigger compressor to keep the air up!
- Drum drips have to be emptied more often in shoulder seasons when condensation is greater, also clearance to sprinklers in storage areas have to be managed
- Make sure the spare parts box has all the required inventory in it.
- Put in an inventory listing and make sure if service happens that it gets replaced.

8. HVAC systems,

- do they shut down?
- Can you manually shut them down to control smoke migration. Are they part of the smoke system or separate?
- How do they restart after a fire event, should they?

Compartmentalization - Critical

9. The doors must close!

- Suite doors, stairwell doors, garbage room doors, garbage chute doors Exit doors - They all need to close and latch under their own power every time.
- Doors are the biggest headache and second most important to me for safety.
- Decorations on the outside of doors. – No. More fire deaths have occurred in the corridors due to flammable decorations in the corridors than any suites. The door's fire rating is ruined by hangers and it causes more grief than it is worth. The inside is yours, the corridor is mine.
- Corridors– mats, shoes, scooters, extension cords to scooters, - All a hard no. The corridor is mine, the stair landing is mine, the vestibules are mine.

10. Smoke and CO alarms

- Know what kind are in the building, hardwired battery backed up (10 year or replaceable) , combo or standalone units and of they are combo strobes and how many are in each unit and each building.

- Who is responsible for them?
- Are there spares for those weekend/holiday issues. Who changes them? Electrician, Super, owner, tenant?

Know the people, if they are aging in place, have the talk about what changes if they needed to get out in an emergency. If the elevator doesn't run, what is their plan, will they shelter in place, what if the fire is in their unit, where will they go? Highly encourage them to have a plan that addresses their needs as they age. Do they have a friend on their floor that they can shelter in their unit?